

HOW TO WRITE A COVER LETTER

A cover letter typically accompanies each CV you send out. A cover letter should complement, not duplicate, your resume. Its purpose is to interpret the data-oriented, factual résumé and add a personal touch. Effective cover letters explain the reasons for your high interest in the specific organization, knowledge about the position and identify your most relevant skills or experiences. Contractions have to be avoided.

The introduction

- You should find out the name of the hiring manager or human resources contact and address your letter to that person specifically. This bit of personalization in the greeting will make your cover letter stand out immediately from other non-personalized cover letters. For example:

Dear Ms. Sanchez,

I would like to be considered for the finance director opportunity you advertised in the newspaper. I believe my extensive financial management experience in a healthcare environment, in addition to my progressive budgeting and forecasting experience in several corporate settings, makes me a strong candidate for this position.

Showcase your skills

- Sell yourself to the hiring manager in the body of your cover letter. Specific skills and phrases from the job description should be used to convince the hiring manager to bring you in for an interview. This is also where you should highlight specific accomplishments. Any certifications you hold should also be mentioned in the body of your cover letter. For example:

As a finance director at Memorial Hospital, I have gained solid experience in healthcare budgeting, contracting, cost accounting and revenue-cycle analysis. I also chaired a special task force that drove an additional \$50 million into the system annually from improvements in collections. In addition, I have experience working with the state of Florida, CMS and ACA. I am a certified public accountant (CPA) in the State of Florida. I have also earned a certificate from Indiana University in healthcare accounting and financial management, in addition to my MBA.

The closing

- The closing should be brief and succinct. Here you want to communicate a means to contact you in case any questions arise. For example:

I would like to discuss this opportunity further with you. Should you have any additional questions or comments, do not hesitate to contact me at 212.555.1212. I look forward to hearing from you.

Sincerely,

Joe Jobseeker

FORMAT

YOUR CONTACT INFORMATION

Name and surname
Address
City, Country, Postcode
Phone Number
Email Address

DATE

EMPLOYER CONTACT INFORMATION (if you have it)

Name and surname
Title
Company
Address
City, Country, Postcode

SALUTATION

Dear Mr./Ms. Surname, (*use Dear Hiring Manager / Dear Sir or madam if you don't know the name*)

BODY

- **First Paragraph**
The first paragraph of your letter should include information on why you are writing. Mention the position you are applying for and where you found the job listing. Include the name of a mutual contact, if you have one.
- **Middle Paragraph(s)**
The next section of your cover letter should describe what you have to offer the employer. Mention specifically how your qualifications match the job you are applying for. Remember, you are interpreting your resume, not repeating it.
- **Final Paragraph**
Conclude your cover letter by thanking the employer for considering you for the position. Include information on how you will follow-up.

CLOSING

Respectfully (yours), / (Yours) sincerely, (*if you know the name of the manager*) / (Yours) faithfully, (*if you don't know the name of the manager*) / Best/kind regards, / Yours truly, Thank you for your consideration,

SIGNATURE

(name and surname written below)

John Donaldson
8, Sue Circle
Smithtown, CA 08067
909-555-5555
john.donaldson@hotmail.com

22nd October 2013

George Gilhooley
Head of Human Resources
Brown State Company
87 Delaware Road
Hatfield, CA 08065

Dear Mr. Gilhooley,

I am writing to apply for the programmer position advertised in the *Times Union*. As requested, I am enclosing a completed job application, my certification, my resume and three references.

The opportunity presented in this listing is very interesting, and I believe that my strong technical experience and education will make me a very competitive candidate for this position. The key strengths that I possess for success in this position include:

- I have successfully designed, developed, and supported live use applications.
- I strive for continued excellence.
- I provide exceptional contributions to customer service for all customers.

With a BS degree in Computer Programming, I have a full understanding of the full life cycle of a software development project. I also have experience in learning and excelling at new technologies as needed.

Please see my resume for additional information on my experience.

I can be reached anytime via email at john.donaldson@emailexample.com or my mobile phone, 909-555-5555.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,



John Donaldson

Manuel del Pino Arcos
Avda. Fuerzas Armadas 6
Algeciras 11202
666 385 124
manu-pino@gmail.com

22nd October 2013

Head of Human Resources
G&G Brothers
6 Angela Close
Arnold, Nottingham NG05 846

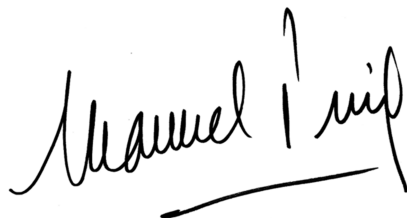
Dear Hiring Manager,

I'm writing to express my interest in the Web Content Specialist position listed on Monster.com. I have experience building large, consumer-focused health-based content sites. While much of my experience has been in the business world, I understand the social value of the non-profit sector and my business experience will be an asset to your organization.

My responsibilities included the development and management of the site's editorial voice and style, the editorial calendar, and the daily content programming and production of the web site. I worked closely with health care professionals and medical editors to help them provide the best possible information to a consumer audience of patients. In addition, I helped physicians learn to utilize their medical content to write user-friendly, readily comprehensible text.

Experience has taught me how to build strong relationships with all departments at an organization. I have the ability to work within a team as well as cross-team. I can work with web engineers to resolve technical issues and implement technical enhancements, work with the development department to implement design and functional enhancements, and monitor site statistics and conduct search engine optimization.

Thank you for your consideration.

A handwritten signature in black ink, reading 'Manuel Pino'. The signature is fluid and cursive, with a long horizontal stroke at the bottom.

Manuel del Pino Arcos